

How to Connect to Your PC through Remote Desktop

1. Set up the PC you want to connect (office computer) to so it allows remote connections:

- On the device you want to connect to, select **Start > Settings > System > Remote Desktop**, and turn on **Enable Remote Desktop**.
- Your computer in the office must remain on for the remote desktop application to work.

Remote Desktop

Remote Desktop

Remote Desktop lets you connect to and control this PC from a remote device by using a Remote Desktop client (available for Windows, Android, iOS and macOS). You'll be able to work from another device as if you were working directly on this PC.

Enable Remote Desktop



Keep my PC awake for connections when it is plugged in

[Show settings](#)

Make my PC discoverable on private and domain networks to enable automatic connection from a remote device

[Show settings](#)

[Advanced settings](#)

- To get both boxes checked, press **Show settings**.

Power & sleep

Screen

When plugged in, turn off after

Never

Sleep

When plugged in, PC goes to sleep after

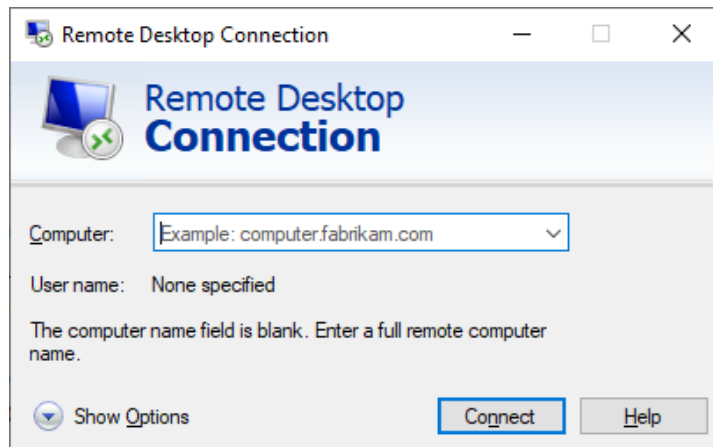
Never

- Make a note of the name of your computer under **How to connect to this PC**. You need the name of your computer to connect to it remotely.

How to connect to this PC

Use this PC name to connect from your remote device:

2. Use **Remote Desktop** to connect to your office computer:
 - Make sure you have the remote desktop client installed on your home computer. If you do not, you can find instructions here:
<https://docs.microsoft.com/en-us/windows-server/remote/remote-desktop-services/clients/remote-desktop-clients>
3. **On your home Windows 10 PC:** In the search box on the taskbar, type **Remote Desktop Connection**, and then select **Remote Desktop Connection**. In the Remote Desktop Connection window, type the name of your office computer in the **Computer:** textbox (from Step 1), and then click **Connect**.



- **On your home Windows, Android, or iOS device:** Open the **Remote Desktop** application (available for free from Microsoft Store, Google Play, and the Mac App Store), and type the name of your office computer (from Step 1). Select the remote PC name that you added, and then wait for the connection to complete.
- Once you click the **Connect** button, you will be prompted to login. Enter:
 1. Username is LAKEFOREST/username (note the direction of the slash)
 2. Use your network password (the same password used for email)